



MICROSOFT ACCESS

(Elementary & Intermediate)

METHODOLOGY

- Screen Projection
- Lecturing
- Practical
- Workshop

WHO SHOULD ATTEND

The courses are applicable for all working adults.

- Managers
- IT Personnel
- Administrative Personnel

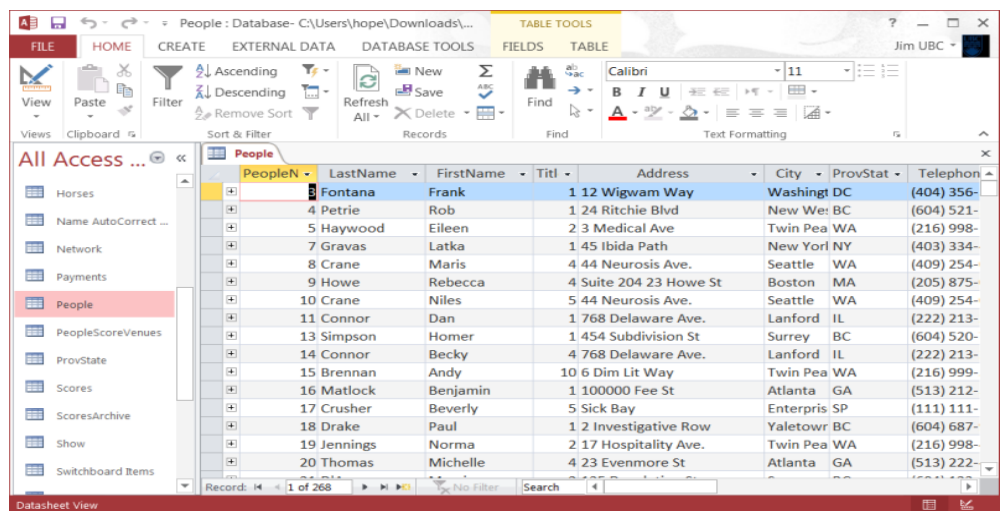
DURATION

- 2 Days

COURSE FEE

- RM 622.00

SBL Scheme Claimable
(Subject to HRDF approval)



INTRODUCTION

Microsoft Access is a powerful database solution product. This introductory series will give you the basics you need to start putting that power to work for you. We also have an advanced skills series available.

OBJECTIVES

By the end of the course participants should be able to:

- Understand the concept of a database
- Create a good database
- Know how to create tables, forms, queries and reports
- Determine the relationships between tables
- Identify fields with unique value

COURSE CONTENTS

- Chapter 1 – Getting Started
- Chapter 2 – Building & modifying tables
- Chapter 3 – Working with Datasheet view
- Chapter 4 – Relationships
- Chapter 5 – Queries
- Chapter 6 – Forms
- Chapter 7 – Sorting & Filtering
- Chapter 8 – Report
- Chapter 9 – Printing Database Object
- Chapter 10 – Importing and Exporting Data

ABOUT SAINS

Pusat Latihan Teknologi Maklumat Sarawak (SAINS) was established in 1993, in response to the increasing demand for IT training in Malaysia. The Centre is a certified training provider approved by the Ministry of Education as well as Pembangunan Sumber Manusia Berhad (PSMB). Corporates choosing to send their employees to our Centre can use the Human Resource Development Fund (HRDF) to pay for employee training. **SAINS won the Human Resources Development Fund Award 2013** in the Training Provider category.

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